

ACROBAT OUTSOURCING  
TSC GROUP

Ronald Bryant

Taborca ID: 53096

Date of Hire: 8 / 20 / 2019

Date of Re-Act:      /      /     

- ☒ E-verify
- ☒ Hire Right EE
- ☒ Hire Right Internal (upload any list A docs)
- ☒ Notice to Employee Completed
- ☒ Added to Orientation Time Sheet
- ☒ Background Check

- ☒ New Hire List (All fields)
- ☒ Check Taborca Profile (All fields)
- ☒ Upload Resume and Skills Tests (one doc)
- ☒ Upload Food Handler's Card
  - ☒ Presented
  - ☐ Emailed

Re Act employee set up (See Re Act Process for more detail)

- ☐ File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re-Act onboarding
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List it's been over a year since last shift
- ☐ Delete employee from the INA/TER spreadsheet if they are on it



# Interview Note Sheet

Applicant Information	
Name: <u>Ronald Bryant</u>	Interviewer: <u>Ngoc Ho</u>
Date: <u>8/20/2019</u>	Rate of Pay: <u>\$20/hr</u>
Position (s) Applied for: <u>Line Cook</u>	Referred by: <u>Zip Recruiter</u>

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	<u>33</u> /40	<u>82</u> %	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	%

Seeking:
Full-Time
Part-Time

Additional Experience & Summary of Specialties
Total of _____ in Food Service/Hospitality

- BJ's Brewhouse Sun-Thurs. 4pm to close
- want a new job
- wants at least 1 day a week off
- seeking FT
- Friendly, experienced
- high score on assessment

P.O.S. Experience: Y / N details: \_\_\_\_\_

<u>Car</u>	Public Transit	Carpool ( Rider / Driver )
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LA	OC	<u>SI furthest</u>
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TIPS	<u>Serv-Safe</u>	LEAD	Other: _____	Will Submit
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<u>Open</u>	AM only	PM only	Weekdays only	Weekends only
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Details:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	Bow Tie Other: _____
Would you recommend this applicant for Acrobat Academy?		Convention Candidate?		Other Languages Spoken:	





ACROBAT OUTSOURCING  
TSC GROUP

## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Ronald Tyrone Bryant Date: 8/19/19  
Home Telephone ( ) \_\_\_\_\_ Other Telephone (609) 273 5619  
Present Address 405 North 4th Street  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address Ronaldb.powell31@gmail.com

### EMPLOYMENT DESIRED

Position applying for: line cook Salary desired: \_\_\_\_\_

Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☐  
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐ From: \_\_\_\_\_ To: \_\_\_\_\_  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☐ Name of Referral \_\_\_\_\_ Newspaper ☐ Job Fair ☐ Agency ☐  
Company Website ☐ Other Web Posting ☒ Other Source ☐  
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?  
\_\_\_\_\_

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	open						
PM	open						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_



### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes\_\_\_ No X If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes\_\_\_ No X If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes X No\_\_\_

If hired, can you present evidence of your legal right to live and work in this country? Yes X No\_\_\_

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes X No\_\_\_

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

### EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
TRACY HIGH SCHOOL	Tracy, CA	12	YES
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special: "ServSafe Food Manager Certification" "Excel Software" "CTUIT"			





### EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

Name and Address of Employer BJ's Brewhouse Coleman Ave.

Type of Business Restaurant Telephone No. (408) 343 7230 Supervisor's Name Gabriel Ruelaz  
Your Position and Duties Supervising Sous Chef Prep, inventory, line work, evaluating and coaching employees

Dates of Employment: From 01/17/18 To present

Reason for Leaving: Still employed

Name and Address of Employer Willard Hicks Campbell, CA

Type of Business Restaurant Telephone No. ( ) Supervisor's Name Ante  
Your Position and Duties Sous Chef AmPrep opening and closing the restaurant

Dates of Employment: From 05/17 To 08/18

Reason for Leaving: Conflict of interest

Name and Address of Employer Sunbasket McLaughlin & Story San Jose CA

Type of Business food production line Telephone No. ( ) Supervisor's Name Gloria  
Your Position and Duties Production Supervisor Carefully maintained sanitation health and safety standards in all work areas

Dates of Employment: From 1/15 To 8/15

Reason for Leaving: Better employment opportunity

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_



Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: No

#### MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No X  
If so, describe: \_\_\_\_\_

#### JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: James Powell Telephone No. (918) 350-5537  
Address \_\_\_\_\_

Occupation: Retired Relationship: Post employer Number of Years Acquainted: 16

Name: Tyler Roberts Telephone No. (620) 249-7243  
Address \_\_\_\_\_

Occupation: Marketing Relationship: Post employer Number of Years Acquainted: 7

Name: Gabriel Ruelas Telephone No. <sup>831</sup>  
~~(229)~~ ~~3381~~ 229 3381  
Address \_\_\_\_\_

Occupation: General Manager Relationship: Current Boss Number of Years Acquainted: 1



**Please Read Carefully, Initial Each Paragraph and Sign Below**

RB

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

RB

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

RB

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

RB

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

RB

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

Ronald D. Gust

Date

8/19/19



# Ronald Bryant

## Email

ronaldb.powell31@gmail.com

## Summary

Experienced Line Cook Supervisor in both casual and fine dining with 12+ years' experience in the restaurant and food industry. Exceptional knowledge of a wide variety of kitchen equipment and cooking techniques in a fast-paced environment.

## Skills

- Food and beverage handling expert
- Skillful kitchen staff trainer
- Successful Kitchen Staff Supervisor
- American cuisine expertise
- Italian cuisine expertise
- Ethnic foods preparation
- Back of house operations understanding
- Kitchen productivity
- Reliable, punctual and committed to customer service
- Proven leadership skills
- Strong customer relationship builder
- Ability to handle fast-paced environment
- Ability to handle/resolve problems
- Food handling knowledge
- Food production quality knowledge
- Knowledge of basic food preparation
- Written and oral communication skills

## Experience

### **Sous Chef**

May 2017 to Jan 2018

Willard Hicks — Campbell, CA

Apportioned and served food to facility residents, employees, or patrons.

Assisted co-workers.

Checked the quantity and quality of received products

Cleaned and prepared various foods for cooking or serving

Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash

Executed various kitchen stations and assisted with, meat, fish, sauté or pantry





Planned and prepared food for parties, holiday meals, luncheons, special functions, and other social events

Portioned and wrapped food

Prepared a variety of foods according to customers' orders or supervisors' instructions

Prepared dishes following recipe or verbal instructions

Prepared food items such as sandwiches, salads, soups, and beverages

Specialized in preparing fancy dishes and/or food for special diets

Supervised and coordinated activities of cooks and workers engaged in food preparation

Used all food handling standards

Weighed, measured, and mixed ingredients according to recipes using various kitchen utensils and equipment

Cleaned, cut, and cooked meat, fish, or poultry

Created and explored new cuisines

### **Line Prep**

Jan 2015 to Aug 2015

Sun Basket — San Jose, CA

Communicated clearly and positively with co-workers and management.

Cut and chopped food items.

Packaged menu items into bags or trays.

Accurately measured ingredients required for specific food items.

Properly portioned and packaged foods for customers.

Carefully maintained sanitation, health and safety standards in all work areas.

Closely followed standard procedures for safe food preparation, assembly and presentation to ensure customer satisfaction.

Worked well with teammates and openly invited coaching from the management team.

Took initiative to find extra tasks when scheduled duties were completed.

### **Kitchen Prep Line Cook**

Apr 2016 to 2017

IHOP — Santa Clara, CA



Served fresh, hot food with a smile in a timely manner.

Cut and chopped food items and cooked on a grill or in fryers.

Operated large-volume cooking equipment such as grills, deep-fat fryers and griddles.

Accurately measured ingredients required for specific food items.

Mastered Point of Sale (POS) computer system for automated order taking.

Quickly unloaded product shipments and stocked freezers.

Prepared items according to written or verbal orders, working on several different orders simultaneously.

### **Kitchen Supervisor**

Jan 2018 to Current

BJ's Brewhouse — San Jose, California

Received recognition and awards for attitude and exemplary service by the company

Obtained several increases in salary in addition to being promoted into a supervisory role in a 10-month period

Planned and managed menus for weekly offerings and special events.

Coached kitchen team members and motivated performance to achieve demanding objectives in high-volume kitchen settings.

Oversaw food preparation, production and presentation according to quality standards.

Completed opening and closing checklists according to set standards.

### **Education and Training**

High School Diploma

2004

Tracy High School — Tracy, CA, United States

High school diploma

3.5 GPA

High School Diploma, Culinary Arts



2006

Yosemite Community College District — Modesto, CA, United States

Coursework in Culinary Arts

Coursework in Business and Restaurant Management

Coursework in Business Administration

## Personal Information

Any other questions please feel free contact me at (669)273-5619 or by email at [Ronaldb.powell31@gmail.com](mailto:Ronaldb.powell31@gmail.com)



## Grill Cooks Test

Score 33 / 40

### Multiple Choice Test (1 point each)

- B 1) How much time should you take to wash your hands with soap?
- a) 1 minute
  - b) 20 seconds
  - c) Time does not matter, water temperature does
  - d) 5 minutes
- C 2) The recommended temperature for your refrigerator is...
- a) 45°F
  - b) 50°F
  - c) 40°F
  - d) 20°F
- D 3) Food handlers must always wash their hands
- a) Before starting work
  - b) Switching between handling raw and ready-to-eat food
  - c) After going to the restrooms
  - d) All of the above
- D 4) The most important reason for having food handlers wear hair restraints is to
- a) Prevent food from getting into food handlers' hair
  - ☒ b) Prevent food handlers from contaminating their hands by touching their hair
  - c) Keep the food handlers' hair in place
  - d) None of the above
- C 5) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
  - b) Ice is being used to cool beef stew in a shallow pan
  - c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
  - d) Raw fish is stored above raw chicken in the walk-in freezer
- C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- a) 0°F and 100°F
  - b) 32°F and 220°F
  - c) 41°F and 135°F
  - d) 39°F and 178°F
- D 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
- a) Clean the cutting board with a wet wiping cloth
  - b) Turn the board over and use the other side
  - c) Rinse the board with running water
  - d) Wash, rinse, and sanitize the board prior to slicing the onions
- B 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
- a) In a microwave oven
  - b) During the cooking process
  - c) Under cool running water
  - ☒ d) On a clean counter, at room temperature
- A 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
- a) Wiping spills only
  - b) Washing hands if the hand sinks are too far away
  - c) Sanitizing the blade of utensils such as knives
  - d) Maintaining moisture on the wiping cloth





## Grill Cooks Test

- E 10) Food-handling gloves must be changed frequently and also:
- a) After handling garbage
  - b) After every break
  - c) After picking things up off the floor
  - d) Between handling raw and cooked foods
  - e) All of the above
- C 11) A Julienne is:
- a) to cut food into 1 inch X 1 inch cubes
  - b) A cooking method using high heat
  - c) To cut food into 1/8 X 1/8 slices
  - d) A rough cutting method producing oblong shapes
- D 12) A gallon is equal to \_\_\_\_\_ ounces
- a) 56
  - b) 145
  - c) 32
  - d) 128
- B 13) How many cups are in a quart?
- a) 2
  - b) 4
  - c) 6
  - d) 8
- A 14) A Chiffonade is:
- a) To slice an herb or leafy vegetable into thin ribbons
  - b) To de bone a fish
  - c) Another name for parchment paper
  - d) To cook food in liquid, or at just below the boiling point
- B 15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe
- a) 145° F
  - b) 135° F
  - c) 160° F
  - d) 180° F
- C 16) Which of the following explains the process of poaching?
- a) Poke poultry on the thickest part in order to make sure it's tender
  - b) To cook food in an oven that has reached 350° F
  - c) Cook gently in water that is hot but not boiling (160°-180°)
  - d) Submerge protein in boiling liquid to speed cooking time
- C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?
- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
  - b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
  - c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
  - d) 2 oz of celery, 10 oz of carrot, 2 oz of onion
- C 18) Which of the following best describes braising?
- a) To cook quickly in a pan on top of the stove until food is browned
  - b) Process through which natural sugars in food become browned and flavorful while cooking
  - c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
  - d) To plunge food into boiling water briefly, then into cold water to stop the cooking process



## Grill Cooks Test

B 19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

A roux is equal parts butter and flour and is generally used for thickening sauces

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Clarifying butter is skimming off the fat that rises to the top when butter is melted its used when recipes call for less salt or fat i.e. baking cakes or making sauces

25) What are the 5 mother sauces? (5 points)

- 1. Creme Sauce
- 2. Marinara Sauce
- 3. white wine sauce
- 4. Red wine sauce
- 5. Pan Sauce

26) What does it mean to season a grill and why is this process important? (3 points)

To season a grill is to apply a thin coat of oil and its purpose is to ensure that meats do not stick as well as keeping the grill clean

27) What are the ingredients in Hollandaise sauce? (5 points)

Egg yolk, white wine, heavy cream or milk, salt optional, lemon



**NOTICE TO EMPLOYEE**  
*Labor Code section 2810.5*

**EMPLOYEE**

Employee Name: Ronald Bryant  
Start Date: 8/20/2019

**EMPLOYER**

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):  
Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:  
665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):  
\_\_\_\_\_

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: Acrobat Outsourcing  
Physical Address of Main Office: 1871 The Alameda, Suite 110 San Jose  
Mailing Address: " "  
Telephone Number: 408-844-0772

**WAGE INFORMATION**

Rate(s) of Pay: \$20/hr Overtime Rate(s) of Pay: \$30/hr

Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission  
☐ Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):  
\_\_\_\_\_

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

*(Optional)*

Ngoc Ho  
(PRINT NAME of Employer representative)

  
(SIGNATURE of Employer Representative)

8/20/2019  
(Date)

Ronald Bryant  
(PRINT NAME of Employee)

  
(SIGNATURE of Employee)

8/19/19  
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.



Your Hospitality Staffing Professionals

## Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207. You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than **three** points in a 90-day period can result in termination of employment.

**Tardy** – Anybody not signed/ clocked-in by their start time. 1 Point

**Call Off** – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

**LM Call-Out** – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

**No Call No Show** – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name: Ronald Bryant Date: 8/19/19

Signature: Ronald Bryant





**Premier Food Safety**  
Protecting people's lives for over 35 years

## California Food Handler Card

**Ronald Bryant**

Issue Date: 06/22/2017

Expiration Date: 08/21/2020

Confirmation #: 1706221263

Verification Code: 2017-iSH11A

[www.123PremierFoodSafety.com](http://www.123PremierFoodSafety.com) (714)



PROMETRIC

This is to verify that



**RONALD BRYANT**

Has met the necessary requirements for

## FOOD MANAGER CERTIFICATION

Exam 3821 Recognized By Conference For Food Protection

**009265968**

**06/26/19**

ID #

Exam Date

**2058189**

Cert #

Expires On

**06/26/24**

